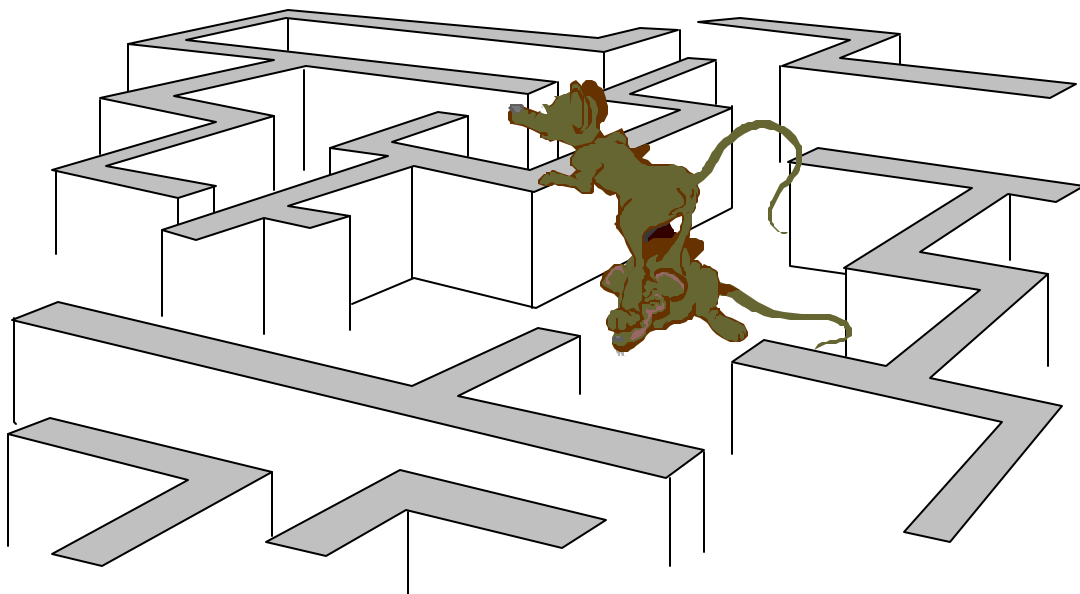


# **WORKFORCE INVESTMENT ACT**

## **TITLE I-B ADULT PROGRAM**

### **PERFORMANCE MEASURES**

### **TECHNICAL ASSISTANCE GUIDE**



Developed By:  
State Of Wisconsin  
Division of Workforce Solutions  
Bureau of Workforce Programs  
Workforce Policy Development Section  
Program and Policy Development Unit

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## **Workforce Investment Act Title I-B Adult Program Performance Measures Technical Assistance Guide**

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### **Adult Performance Measures**

**Adult** – An individual age 18 or older at registration who received adult services funded by WIA adult program funds.

Adult Performance Measures are:

1. Entered Employment Rate;
2. Employment Retention Rate;
3. 6 Months Earnings Change; and,
4. Credential Attainment Rate

### **Negotiated Levels of Performance**

The Department of Workforce Development (DWD) successfully completed its PY03-04 Performance Negotiations with the United States Department of Labor (US DOL) in June 2003. The state's negotiated levels for each of the adult performance measures are in the table below.

<b>WIA Requirement At Section 136 (B)</b>	<b>DOL GPRA</b>	<b>Performance Goals</b>	
		<b>PY03</b>	<b>PY04</b>
Entered Employment Rate	71%	71%	72%
Retention in unsubsidized employment six months after entry into the employment	82%	80%	81%
Earnings change in six months	\$3,475	\$2,900	\$3,000
Attainment of Educational or Occupational Skills Credential		62%	63%

### **Common Exclusions from Performance Measures**

Participants who exit from services because they are incarcerated; institutionalized; deceased; have a health/medical condition that prevents them from participating in services; or are military reservists called to active duty and choose not to return to WIA, are excluded from the measures. Because this exclusion applies to every measure it is not repeated for each measure. To date, the Division of Workforce Solutions (DWS) has not received confirmation from US DOL that this exclusion can be expanded to exiters who fall into any of these categories during the first quarter after exit.

Report this information as follows:

1. Manage Program Exits
2. Enter Exit Date
3. Select the appropriate item under Title 1 – Exit Reasons other than completion

### **Supplemental Data Sources**

UI Wage Records are the source of pre- and post- program employment data used to determine performance. DWD also uses the Wage Record Interchange System (WRIS) to check other states' UI records for earnings. WIA allows for the use of supplemental data sources to report earnings derived from self-employment, military service, farming and other employment situations not captured in the UI wage record system. DWS has proposed a policy and process for collecting this data and using it to compute the performance measures. Our goal is to implement a reporting process in ASSET in PY04. To the extent possible, this data will be incorporated into PY03 performance results, through a non-automated data collection and reporting process.

There are indications that the US DOL's position regarding the use of supplemental data sources for employment and earnings information may change under WIA reauthorization. Once the details are known, DWS will modify its policies and procedures accordingly.

### **Policy References**

**US DOL TEGL 7-99:** Core and Customer Satisfaction Performance Measures for the Workforce Investment System. Published March 3, 2000.

#### **WIA Title 1 Performance Measure Map:**

[http://www.dwd.state.wi.us/dws/staff/technical\\_assistance/technical\\_assistance\\_guides.htm](http://www.dwd.state.wi.us/dws/staff/technical_assistance/technical_assistance_guides.htm)

**Enhancing Performance for Adults & Dislocated Workers** (*This material was produced by SPRA for the Performance Enhancement Conference in March, 2004.*)

[http://www.dwd.state.wi.us/dwdwia/wia/wia\\_questions\\_answers.htm](http://www.dwd.state.wi.us/dwdwia/wia/wia_questions_answers.htm)

**US DOL TEGL 14-03:** Performance Reporting Submission Procedures for the Workforce Investment Act Standardized Record Data (WIASRD) and the Annual Report under Title 1B of the Workforce Investment Act (WIA), Table A.

## **Adult Performance Measures**

### **1. *Entered Employment Rate***

#### ***What is this Measure?***

The number of adults who have entered employment by the end of the first quarter after exit divided by the number of adults who exit during the quarter.

#### ***Who is Included in this Measure?***

Adults who were not employed at registration.

#### ***Who is Excluded from this Measure?***

- Adults who were employed at registration.
- Adults who exit for one of the common exclusions listed on page 2.

#### ***What Definitions Apply to this Measure?***

*Employed at Registration* - An individual employed at registration is one who, during the 7 consecutive days prior to registration, did any work at all as a paid employee, in his or her own business, profession or farm, worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time off, and whether or not seeking another job.

*Not Employed at Registration* - An individual who does not meet the definition of employed at registration.

*Employed in Quarter After Exit Quarter* - The individual is considered employed if UI wage records for the first quarter after exit show earnings greater than zero.

#### ***When is this Measured?***

This is an EXIT measure. It is measured in the first quarter after exit. For example, if a participant exits any time from July 1 – September 30, the first quarter after exit is October 1 – December 31.

#### ***What Needs to be Reported in ASSET?***

1. Manage Program Exits
2. Enter Exit date
3. Enter Title 1 exit reason if applicable
4. Employment confirmation is obtained through the UI Wage record cross match.

**Note:** Employment in the first quarter after exit does not have to be with the same employer. The individual is considered employed if UI wage records for the report period show earnings greater than zero. **Effective July 1, 2004 acceptable supplemental wage data sources will also be used. If a participant's employment status is confirmed through supplemental wage data, that individual will be included in this performance measure.**

## **2.     *Employment Retention Rate***

### ***What is this Measure?***

The number of adults who are employed in the third quarter after exit divided by the number of adults who exit during the quarter.

### ***Who is Included in this Measure?***

- Adults who exit the WIA adult program, **and**  
Who are employed in the first quarter after exit.

### ***Who is Excluded from this Measure?***

- Adults who are not employed in the first quarter after exit.

### ***What Definitions Apply to this Measure?***

There are no special definitions for this measure.

### ***When is this Measured?***

This is an EXIT measure. It is measured in the third quarter after exit. For example, if the participant exits any time from July 1 – September 30, the third quarter after exit will be April 1 – June 30 of the following year.

### ***What Needs to be Reported in ASSET?***

1. Manage Program Exits
2. Enter Exit date
3. Enter Title 1 exit reason if applicable

**Note:** Employment in the first and third quarters after exit does not have to be with the same employer. The individual is considered employed if UI wage records for the report period show earnings greater than zero. Employment confirmation is obtained through the UI Wage record cross match.

**Effective July 1, 2004 acceptable supplemental wage data sources will also be used. If a participant's employment status is confirmed through supplemental wage data, that individual will be included in this performance measure.**

### **3. 6 Months Earnings Change**

#### ***What is this Measure?***

The total post-program earnings (earnings in quarter 2 + quarter 3 after exit) minus pre-program earnings (earnings in quarter 2 + quarter 3 prior to registration) divided by the number of adults who exit during the quarter.

#### ***Who is Included in this Measure?***

- Adults who are employed in the first quarter after exit, **and**  
Are employed in the third quarter after exit.

#### ***Who is Excluded from this Measure?***

- Adults who are not employed in the first quarter after exit.
- Adults who are listed in the common exclusions on Page 2.

#### ***What Definitions Apply to this Measure?***

*Pre-program Earnings* - The total earnings from all employment for the second and third quarters prior to program registration.

*Post-program Earnings* – The total earnings from all employment for the second and third quarters after the exit quarter.

#### ***When is this Measured?***

This is an EXIT measure. It is measured in the second and third quarters after exit and the second and third quarters prior to registration. The second and third quarters prior to registration are used because trends show that many participants experience intermittent or "stop-gap" employment immediately prior to registration.

#### ***What Needs to be Reported in ASSET?***

1. Manage Program Exits
2. Enter Exit Date
3. Enter Title 1 exit reason if applicable

**Note:** Employment in the first and third quarters after exit does not have to be with the same employer. The individual is considered employed if UI wage records for the report period show earnings greater than zero. Employment confirmation is obtained through the UI Wage record cross match.

**Effective July 1, 2004 acceptable supplemental wage data sources will also be used. If a participant's employment status is confirmed through supplemental wage data, that individual will be excluded from the performance measure.**

#### **4. Credential Attainment Rate**

##### ***What is this Measure?***

The number of adults who were employed in the first quarter after exit and received a credential by the end of the third quarter after exit divided by the number of adults who exit during the quarter.

##### ***Who is Included in this Measure?***

- Employed adults who receive training services as defined below, **and**  
Are employed in the first quarter after exit.

##### ***Who is Excluded from this Measure?***

- Adults who do not receive training services as defined below.
- Adults who were not employed in the first quarter after exit.

##### ***What Definitions Apply to this Measure?***

*Credential* - Nationally recognized degree or certificate or State/locally recognized credential. Credentials include, but are not limited to, a high school diploma, GED or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates. States should include all State Education Agency recognized credentials. In addition, States should work with local Workforce Investment Boards to encourage certificates to recognize successful completion of the training services listed below that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment.

*Training Services* - One or more courses, or classes, or a structured regime, that upon successful completion, leads to:

- a. A certificate, associate degree, or baccalaureate degree; or
- b. The skill or competencies needed for a specific job or jobs, an occupation, occupational groups, or generally, for many types of jobs or occupations, as recognized by employers and determined prior to training.

For credential reporting purposes, "Training Services" means WIA-funded and non-WIA funded partner training services. These services include:

- occupational skills training, including training for nontraditional employment;
- on-the-job training;
- work experience;
- programs that combine workplace training with related instruction that may include cooperative education programs;
- training programs operated by the private sector;
- skill upgrading and retraining;



- entrepreneurial training;
- short term prevocational activities to prepare individuals for employment or training;
- adult education and literacy activities in combination with other training; and
- customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

**Note:** Work experience meets the definition of a training service for credential purposes ONLY. It does NOT meet the definition of a training service under ITA policy and procedures.

### ***When is this measured?***

This is an EXIT measure that has two components. In the first quarter after exit, entry into employment is measured. In the third quarter after exit, credential attainment is measured. For example, if the participant exits any time from July 1 – September 30, the first quarter after exit is October 1 – December 31. The third quarter after exit is April 1 – June 30 of the following year.

### ***What Needs to be Reported in ASSET?***

#### Step One:

1. Manage Services: must be a training activity under either Intensive or Training Services
2. Enter Actual Service Open Date
3. Enter Actual Service Close Date

#### Step Two:

1. Manage Program Exits
2. Enter Exit Date
3. Enter Title 1 exit reason
4. Employment confirmation is obtained through the UI Wage record cross match or supplemental wage data.

#### Step Three:

1. Manage Follow Ups
2. Add Follow Up Credential (*Credentials can be reported while a person is still participating in services and up to three quarters following exit.*)
3. Select type of credential attained
4. Enter date credential was attained

**Note:** The ASSET system is used by a number of programs besides WIA Title 1 for participant reporting. Credentials should always be reported, whether or not they will affect the WIA Title 1 performance measures.

Revised: May, 2004

**Effective July 1, 2004 acceptable supplemental wage data sources will also be used. If a participant's employment status is confirmed through supplemental wage data, that individual will be included in the performance measure.**